Annex R

Form 2: Credit Transfer – Partner Institutions Recommendation Form

This form is designed to provide information to the Chair of the relevant Divisional Education and UG Student Experience Committee/Graduate Studies and PG Student Experience Committee, as appropriate to the provision when making recommendations on Credit Transfer claims coming forward from Partner Institutions (Validated Institutions and Partner Colleges).

Students who can provide evidence of previous relevant successful learning may, within specified limits, be exempted from part of a course of study.  Where the prior learning has taken place at a UK HEI it is regarded as Credit Transfer.

For the University’s Partner Institutions, this form must be completed where students seek to claim Credit Transfer using previous study from a UK HEI.

This form should not be used for students seeking to use non-UK HEI awarded credit towards a Partner Institution course or for students seeking credit for prior experiential learning towards a Partner Institution course. These claims should be made using the Recognition of Prior Certificated Learning (RPCL) and Recognition of Prior Experiential Learning (RPEL) forms and processes as detailed in [Annex R](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-r) of the Code of Practice.

**Please Note:** Claims for Credit Transfer are assessment decisions, therefore Partner Institutions recommending approval of a claim for Credit Transfer should be confident that the prior learning involved is comparable to assessment / learning taken on the Kent award in question.

The following criteria should be considered when assessing a claim’s suitability:

* ***Acceptability*** – is there any appropriate match between the evidence presented and the learning being demonstrated? Is the evidence valid and reliable?
* ***Sufficiency*** – is there sufficient evidence to demonstrate fully the achievement of the learning claimed?
* ***Authenticity*** – is the evidence clearly related to the applicants’ own efforts and achievements?
* ***Currency*** – does the evidence relate to current learning? Where professional bodies and/or Schools have specific requirements and/or time limits for the currency of evidence, certification or demonstration of learning, these should be made clear and transparent.

Early application is recommended for all Credit Transfer claims to ensure that approval decisions are confirmed prior to the commencement of modules being claimed against.

For the full regulations governing Credit Transfer claims, information on the approval process and further guidance, please see Annex R of the Code of Practice.

# Guidance Notes:

**Section 1: Applicant and Prior Learning details**

* Please provide full details of the applicant and prior learning which forms the claim.

**Section 2: Partner Institution Recommendation**

* The Partner Institution recommendation requires completion of a checklist confirming all the requirements of the Code of Practice and Credit Framework for Credit Transfer claims have been met (prior to consideration by the relevant Divisional Committee).
* When recommending that a Credit Transfer claim should be approved, Partner Institutions should provide a brief rationale as to why, to support the relevant Associate Dean’s consideration of the claim.
* If prior to making a recommendation the Partner Institution requires further advice, i.e. because a claim is considered complex, then support can be sought from the University.

**Section 3: Faculty Approval**

* This section of the form is for completion by the secretary of the relevant Divisional Committee (Education/Graduate Studies as applicable). Committees will consider the Guidance Checklist, supporting rationale of the Partner Institution and supplied mapping when making their decision on a claim.

**Section 4: Mapping**

* Approval of Credit Transfer claims are assessment decisions, as such evidence must be provided to demonstrate prior learning is comparable to that undertaken at the University. To support this Partner Institutions must provide a mapping evidencing how an applicant/student’s prior learning, maps to relevant learning outcomes.
* **Stage Mapping** - For Credit Transfer claims relating to a complete stage or stages of a course, the template provided in **Appendix A** should be completed. This template provides the framework for mapping the prior learning to the Course Learning Outcomes tested in the relevant stage of the Kent award.

To support this Partner Institutions should use the Module Map which forms part of the course specification. This clearly demonstrates the Course Learning Outcomes achieved at each stage of a course.

* **Module Mapping -** For Credit Transfer claims for less than a whole stage (i.e. individual modules are being claimed against), the template provided in **Appendix B** should be completed.

This template provides the framework for mapping prior learning to the Module Learning Outcomes tested in the modules being claimed against.

To support this Partner Institutions should use the relevant module specification, which clearly demonstrates the Module Learning Outcomes required to be met in order to successfully complete that module.

# Credit Transfer - Partner Institutions Recommendation Form:

This form is designed to provide information to the Divisional Committee when making recommendations on Credit Transfer claims coming forward from Partner Institutions (Validated Institutions and Partner Colleges).

Students who can provide evidence of previous relevant successful learning, may, within specified limits, be exempted from part of a course of study.  Where the prior learning has taken place at a UK HEI it is regarded as Credit Transfer.

For the University’s Partner Institutions, this form must be completed where students seek to claim Credit Transfer using previous study from a UK HEI.

# Section 1: Applicant and Prior Learning details

|  |  |
| --- | --- |
| Name of Applicant |  |
| Expected Start Date |  |
| Partner Institution |  |
| School |  |
| Division |  |
| Course of Study |  |

|  |  |
| --- | --- |
| Name of External Awarding Body |  |
| Title of Award |  |
| Date of Award (or dates of study if award not completed) |  |

|  |  |
| --- | --- |
| Level of Award (i.e. level 4, 5, 6, 7) |  |
| Volume of General Credit (i.e. how much credit the award is worth overall) |  |
| Volume and Level of Specific Credit to be Accredited to Course (i.e. the level and amount of credit from the prior learning being used on the Kent award)[[1]](#footnote-2) |  |

|  |  |
| --- | --- |
| Volume and Level of any additional credit being claimed (i.e. from Recognition of Prior Certificated Learning, or Recognition of Prior Experiential Learning claims). |  |

# Section 2: Partner Institution Recommendation

Please complete the below checklist which is intended to ensure all the requirements of the Code of Practice and Credit Framework for Credit Transfer claims are met, prior to consideration by the relevant Associate Dean.

Please confirm that:

|  |  |  |
| --- | --- | --- |
|  |  | **Yes/No** |
| 1. | The learning completed by the applicant is current (within five years) |  |
| 2. | The amount of credit claimed is within the University of Kent Credit Framework limits (see [Annex 3](https://www.kent.ac.uk/education/regulatory-framework/credit-framework#annex-3)) |  |
| 4. | The Partner Institution has seen copies of relevant certificates/transcripts |  |
| 5. | The Partner Institution has seen copies of relevant syllabuses |  |

|  |
| --- |
| Please provide a brief rationale on why you are recommending that this claim is approved. |
|  |

**Name of Admissions Officer (or equivalent):**

**Date:**

# Section 3: Board of Studies Approval

Secretary of relevant Board of Studies to complete:

Please consider the information provided in Sections 1 and 2 of the form, and the mapping provided in the Appendix, when considering if this claim for Credit Transfer can be approved.

If the claim is rejected please provide comments. These comments will be use to feedback to the applicant student.

**DECISION (Please tick):**

|  |  |  |  |
| --- | --- | --- | --- |
| ***APPROVED*** |  | ***REJECTED*** |  |

|  |
| --- |
| **Comments (if applicable)** |
|  |

**Name of Chair of Board of Studies:**

**Date**:

Once a decision has been made on the approval of a Validated Institution claim, QACO should be informed.

Once a decision has been made on the approval of a Partner College claim, the Partner College Administration Team should be informed.

# Section 4: Mapping

Approval of claims for Credit Transfer are assessment decisions, as such evidence must be provided to demonstrate that prior learning is comparable to assessment/learning undertaken on the course in question. To support this Partner Institutions recommending claims for approval should provide, using the relevant template, a mapping evidencing how learning outcomes from an applicant/student’s prior learning, map to the equivalent modules.

* **Stage Mapping** - For Credit Transfer claims relating to a complete stage or stages of a course, the template provided in **Appendix A** should be completed.
* **Module Mapping** -For Credit Transfer claims for less than a whole stage (i.e. where individual modules are being claimed against), the template provided in **Appendix B** should be completed.

# Appendix A – Stage Learning Outcome Mapping

|  |  |
| --- | --- |
| Course Learning Outcomes (Please indicate the Course Learning Outcomes from each stage of the course for which credit is sought – Course Learning Outcomes by stage can be identified through a course’s module map document)  (Add further lines if necessary) | Basis on which Prior Learning Meets Stage Learning Outcomes (Please provide an indication of how the applicant/student’s prior learning meets the stage learning outcomes of the course for which credit is sought. Please make direct reference to the syllabus of the external award) |
| **Course Learning Outcomes for Stage 1** | |
| **Knowledge and Understanding:** |  |
| **A1** |  |
| **A2** |  |
| **A3** |  |
| **A4** |  |
| **A5** |  |
| **Intellectual Skills:** |  |
| **B1** |  |
| **B2** |  |

|  |  |
| --- | --- |
| **B3** |  |
| **B4** |  |
| **B5** |  |
| **Subject-specific Skills:** |  |
| **C1** |  |
| **C2** |  |
| **C3** |  |
| **C4** |  |
| **C5** |  |
| **Transferable Skills:** |  |
| **D1** |  |
| **D2** |  |
| **D3** |  |
| **D4** |  |
| **D5** |  |

Please provide a Stage Learning Outcome mapping for each stage being claimed for.

# Appendix B – Module Learning Outcome Mapping

|  |  |
| --- | --- |
| Module Learning Outcomes (Please indicate the Module Learning Outcomes from each Module for which credit is sought).  (Add further lines if necessary) | Basis on which Prior Learning Meets Module Learning Outcomes (Please provide an indication of how modules undertaken by the applicant/student’s meet the learning outcomes of modules against which credit is sought). |
| **Module:** | **External Module:** |
| **Subject Specific Learning Outcomes:** (these are detailed in the module specification) | **Module learning Outcomes** that map against the module learning outcomes in the first column. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Generic Learning Outcomes:** (these are detailed in the module specification) | **Module learning Outcomes** that map against the module learning outcomes in the first column. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Please provide a Module Learning Outcome mapping for each individual module being claimed for.

1. For example, with a claim for the whole of Stage 1 of a BA (Hons) award the information provided here would be 120 credits at level 4, for a claim for Stages 1 and 2 of a BA (Hons) award, the information provided here would be 240 credits at levels 4 and 5. [↑](#footnote-ref-2)